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39b

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30 JUN 1961

**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT : Records Management Survey of Security  
Records Division, Office of Security**

1. This memorandum is for information only.

2. We have received the report of Mr. [REDACTED] Records Management Analyst, which was submitted by [REDACTED] Chief, Records Management Staff, under date of 16 June 1961. The report covers a survey of the Security Records Division of this office made in response to the following recommendations of the Inspector General's Report of Survey of the Office of Security, December 1960:

"39a. The Director of Security establish a policy of complete integration of the internal records of the Office of Security.

"39b. The Deputy Director (Support) direct the Management Staff to continue a survey of the records requirements of the Office of Security and submit its proposals for complete modernization and mechanization of the central records function."

3. I wish to compliment Mr. [REDACTED] on the thoroughness of his survey and the excellence of his report. Mr. [REDACTED] applied himself assiduously to his task over the period from March to June 1961. My staff and I feel that he became thoroughly familiar with the problems of our Security Records Division and that his report on the whole reflects sound conclusions and recommendations. I would appreciate it if you would convey my commendation and appreciation to Mr. [REDACTED] and Mr. [REDACTED] for the very valuable assistance they have given us by this survey. Implementation of the report is discussed below.

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**INSPECTOR GENERAL'S RECOMMENDATION No. 39a**

4. The Management Survey Report addresses itself to the Inspector General's Recommendation No. 39a in the following three division-wide recommendations:

- "1. Establish only one control for each case processed.
- "2. Relocate individual files side-by-side whether overt or covert.
- "3. Consider putting all material on one individual into one file."

We concur in Management's Recommendations No. 1 and No. 2 and shall commence their implementation. With respect to Recommendation No. 3, it is our opinion that it would be uneconomical and unwise and unsafe from a security point of view in all cases to put all material on an individual into one file. The reasons for this are that some of the covert files are so sensitive as to warrant separate filing folders. The use of files in "Other Agency Name Checks" would present a security hazard if all files are completely integrated. It would seem that the juxtaposition of overt and covert files recommended in Recommendation No. 2 would satisfy the integration idea without incurring the security risk presented by complete integration. As a matter of fact, it is questionable in our minds whether the administrative and clerical work and expense which would be entailed in the process of integrating all material on one individual into one file in chronological order would justify the results as opposed to juxtaposition of files. This judgment is based on the consideration of the enormous number of separate overt and covert files which now exist on many individuals.

5. In view of the above it may be said in reference to Recommendation No. 39a of the Inspector General's Report that we concur in the integration of the internal records of the Office of Security to the extent that the indices are being integrated and that the overt and covert files will be placed side-by-side on the filing shelves but that we do not concur in further integration for security reasons. Unless your views differ on this matter we will consider Recommendation No. 39a of the Inspector General's Report accomplished as modified.

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**INSPECTOR GENERAL'S RECOMMENDATION No. 39b**

**6. The remaining recommendations of Management's Survey Report apply to Recommendation No. 39b of the Inspector General's Report, and the following comments are made:**

**a. We concur in division-wide recommendation No. 4 to appoint a fulltime Records Officer for the Office of Security. Pursuant to my conversation with you on this subject, I am taking action to request the Office of Personnel to transfer a qualified Records Officer to the Office of Security on a trial basis for one year after which time his absorption into our T/O will be effected.**

**b. With respect to the remaining 60 recommendations which are more or less procedural in nature we concur in general. A very few will require further study in order to evaluate fully the value of implementation. Such studies will start immediately, as will implementation of all others. You will be advised if any study appears to us to negate the value of a recommendation.**

**7. In view of the above we consider that Recommendation No. 39b of the Inspector General's Report has been substantially satisfied and should be considered accomplished.**

**SIGNED**

**Sheffield Edwards  
Director of Security**

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